

FR-4-3775

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SECURITY INFORMATION

22 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

FROM: Chief, General Services Office

SUBJECT: Report on West Outbuilding

1. The following is a chronological report in connection with the West Outbuilding project.

2. About the middle of November 1952, copies of memoranda prepared by [redacted] Executive Secretary, Research Board, dated 20 October 1952 and 4 November 1952 were received in this office.

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a. The former memorandum contained a description of the West Outbuilding with respect to square footage content and ceiling heights; a tabulation of space assignments; and a detailed tabulation of items and costs involved in renovating the building. The estimate of approximately \$288,000, including air-conditioning, was prepared by an outside architect. This estimate does not include the cost of security requirements.

b. The memorandum dated 4 November 1952, contained TSS personnel information and indicated a T/O of [redacted] to be accommodated in the West Outbuilding. This T/O consists of certain organizational units of TSS other than those located in the North, Central, and South Buildings.

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c. With respect to the [redacted] Building, the cost of reconditioning the building based on plans furnished by TSS was estimated at \$140,000. Plans for the overall reconditioning project were abandoned when Mr. Kaufholz of General Services Administration advised against spending this amount of money for a leased location. He indicated that efforts would be made to assign space in a government-owned building. Plans were revised accordingly, to cover a minimum expenditure of \$500 at [redacted]. These alterations were started during the latter part of December 1952 and the space was occupied during the first week of January 1953.

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d. The assignment of the West Outbuilding was accepted due to the fact that no larger government-owned building was available.

3. About 1 December 1952, a sketch was received from TSS indicating a proposed internal arrangement for the basement, first and second floors. It is our understanding that this proposed plan was the basis from which the estimated cost of \$288,000 was figured.

4. On 5 December 1952, this sketch was submitted to Messrs. Kaufholz and Sealfield of Public Buildings Service for estimating purposes.

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5. On 10 December 1952, at a meeting with [] it was indicated that approximately [] employees are to be housed in the building. [] indicated that when the West Outbuilding is ready for occupancy all of the space in Quarters Eye Building occupied by TSS would be vacated.

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6. A letter from Public Buildings Service dated 15 December 1952 advised that the estimated cost of renovating and converting the West Outbuilding will be \$218,000 including engineering fees. Subsequently, Public Buildings Service indicated that an estimated cost of \$4,700 for repairing the windows and roof and painting of exterior trim will be charged to Public Buildings Service appropriation.

7. On 18 December 1952, a staff study was prepared and submitted to the Deputy Director (Administration) recommending approval of accepting the assignment of the West Outbuilding and the expenditure of approximately \$218,000 for renovating. This study was approved by the Deputy Director (Administration) on 24 December 1952.

8. On 29 December 1952, tentative floor layouts were reviewed with Messrs. []. It was evident that certain revisions would have to be made and the layouts would require further study. This office was to be advised of these changes.

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9. During the week of 5 January 1953, scaled prints of floor plans of the West Outbuilding were obtained from Public Buildings Service. Tracings were made of these floor plans and several sets of prints of each floor were furnished TSS on 19 January 1953 for the purpose of planning detailed office layouts.

10. During the week of 26 January 1953, Public Buildings Service began the preparation of floor plans based on the tentative layouts previously furnished. Meanwhile, TSS had been working on final layouts which were to be furnished to Public Buildings Service during the latter part of the following week.

11. About 4 February 1953, Public Buildings Service submitted prints of working drawings (Scheme "A") for each floor based on the tentative installation requirements. [] was appointed TSS liaison with General Services Office. A set of these floor plans were furnished to [].

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12. During the week of 9 February 1953, [] was advised several times regarding the urgency of obtaining the layouts and revisions from the division chiefs concerned.

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13. During the week of 23 February 1953, a question of floor load factors in certain areas was discussed with [redacted] The Public Buildings Service Engineer advised that there is a floor load of 70 pounds per square feet on the first and second floors. The question of floor loads concerned particularly the storage facilities in connection with the activities housed at [redacted] [redacted] was informed that Public Buildings Service has set 1 May 1953 as the target date for letting the contract and that it was necessary to submit all revised layouts to this office as soon as possible.

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14. During the week of 9 March 1953, the space allocated for maintenance shops in the basement was changed to serve as office space; a vaulted area was provided on the first floor and certain office space was changed to provide three large vault areas. During this period, it was decided not to include the activities at [redacted] in the West Outbuilding due to the insufficient floor load capacity for storage purposes. The space on the second floor previously assigned to this activity was then converted into office space.

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15. On 9 March 1953, the plans of the three floors showing revisions were delivered to Public Buildings Service.

16. On 11 March 1953, a meeting was held in this office to discuss the security requirements of certain vault areas with regard to blocking up windows, window grilles, thickness of wall construction, etc. Present were Messrs. [redacted] of TSS and [redacted] of Physical Security.

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17. On 18 March 1953, revised sets of floor plans (Scheme "B") of the basement and second floor were received from Public Buildings Service.

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18. On 23 March 1953, [redacted] discussed a change in the size of the first floor vault, which information was immediately submitted to Public Buildings Service.

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19. On 26 March 1953, [redacted] called for a print of the first floor plan in order to check the coordination of all units as to the best location. Public Buildings Service completed this plan and prints were picked up by messenger on 31 March 1953 and delivered to TSS.

20. On 2 April 1953, discussed with Mr. Freeman of Public Buildings Service regarding additional electric feeder requirements and whether or not the electric terminal and meter room could be located elsewhere as the location of this room interfered with a contiguous and efficient office arrangement. Mr. Freeman stated that the location of this room must be maintained for the entry of the electric feeders from an outside manhole directly opposite this area.

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STAT 21. On 8 April 1953, the first floor plan was reviewed and discussed with [] regarding the special installation for the conference room. A suggested rearrangement was made with regard to the partition layout of the small extension at the south end which is to be considered a part of the main building. The existing windows are to be removed and doors provided to this area. It was suggested to [] that a set of floor plans be sent to the Security Office as soon as possible for review in connection with security requirements. STAT

22. On 14 April 1953, discussed and reviewed with [] all of the floor plans preparatory to submission to Public Buildings Service. These floor plans were picked up by Public Buildings Service on this date. STAT

23. On 5 May 1953, this office received from Public Buildings Service ten (10) sets of the floor plans (Scheme "C"). [] picked up eight (8) sets of these floor plans. STAT

24. On 11 May 1953, at the request of [] the question of relocating the electric terminal room in order to provide a large office area was again discussed with Public Buildings Service. It was agreed to relocate the terminal room to adjacent space. Subsequently, it was decided not to make this change. STAT

25. On 19 May 1953, [] requested that fluorescent lighting be provided in the vault areas on the second floor. This information was submitted to Public Buildings Service.

STAT 26. On 22 May 1953, revisions to Scheme "C" were reviewed with [] STAT

27. On 26 May 1953, Messrs. [] attended a meeting with Mr. Murray of Public Buildings Service for the purpose of finalizing the floor plans. The following pertinent changes were resolved:

a. Due to the high ceilings on the first and second floors, and the necessity for privacy in most of the offices and the effect on air-conditioning, it was decided to provide a ten-foot ceiling height by roofing the offices in lieu of the original eight-foot high partitioning.

b. In some instances, cinder block partitions were changed to wood studding and wallboard partitions.

c. Basement:

(1) The sound room was enlarged and special requirements were detailed.

(2) Detailed information concerning water and electrical requirements for the laboratory were noted.

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d. First Floor:

(1) A slight revision in office arrangement was made and the reception space at the main entrance was changed.

(2) The proposed folding doors in the conference room were eliminated.

(3) Washroom facilities were rearranged.

e. Second Floor:

(1) Provision for a vault area at the southwest end necessitated a rearrangement of offices.

(2) Soundproofing was eliminated in one room.

STAT 28. On 3 June 1953, reviewed and discussed floor plans with [] particularly in connection with the special requirements for the conference room and the laboratory. [] was to have the plans approved by his Chief for submission to Public Buildings Service as soon as possible. STAT

29. On 5 June 1953, Messrs. [] met with Mr. Murray of Public Buildings Service to review the revisions to the floor plans. At this meeting, it was suggested by Mr. Murray that the installation of office partitioning be of a removable wood and glass type in lieu of the wood studding and wallboard construction. Such items as the electrical requirements for office machines and equipment and provision for projection machine and other special features for the conference room were discussed. STAT

30. On 15 June 1953, [] furnished a rough sketch showing the conference room requirements. A number of changes were suggested with respect to partition locations. [] stated he would furnish additional information concerning the projection room equipment, size of panels and maps required as well as electrical and recording requirements. A scaled drawing was prepared showing the partition arrangement for reception and waiting space, projection room and storage area. One end of the room is to be equipped with a projection screen and a low platform for the installation of sliding panels. STAT

31. On 29 June 1953, this office received from the Security Division, a Physical Security Survey Report. This report was reviewed and many of the security requirements have been incorporated in the floor plans. A requirement not previously provided for is the installation of a heat-rate-of-rise type of fire alarm.

STAT 32. On 1 July 1953, at the request of Mr. Murray, Public Buildings Service, [] attended a meeting to review the floor plans and to resolve certain questionable construction and installation items.

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33. On 7 July 1953, [] and a TSS electrical technician came to this office to discuss the electrical requirements for the Conference Room. A sketch was prepared showing the locating of electrical, lighting, and recording requirements. The recording equipment is to be connected to a recording room in the basement. A copy of the electrical specifications and a list of new equipment to be purchased was furnished.

34. On 13 July 1953, this office was informed by Public Buildings Service that the revised estimate now totaled \$380,000, as compared to the original estimate of \$218,000.

35. On 15 July 1953, a meeting was held at Public Buildings Service in Mr. Eno's office to discuss the revised cost estimate of \$408,340 as compared to the original estimate of \$218,000 - a difference of \$190,340. The estimate of \$380,000 in paragraph 34 was later increased to \$408,340 due to a corrected estimate for heating and ventilating. After some discussion, the following savings were proposed:

a. Substituting sheetrock partitions in lieu of demountable type	\$16,000
b. Air-conditioning	30,000
c. Omit hung ceilings on first floor	20,000
d. Omit opaque glass at east side	<u>2,000</u>
Total	\$68,000

This proposed saving will reduce the cost estimate of \$408,340 to approximately \$340,340. The original estimate of \$218,000 did not include \$28,000 for moving and installation of the []

[], presently located on the second floor of West Outbuilding, to new quarters in the Auditors Building, nor the Contractors OH and Profit @ 10% / 10%. Present at this meeting were Messrs. Eno, Murray, and Cliggett of Public Buildings Service, [] of TSS and Messrs. [] of General Services Office.

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36. On 16 July 1953, this office contacted Public Buildings Service relative to eliminating the \$28,000 included in the revised estimate for moving and installation cost of the gymnasium. In respect to this request, Mr. Kaufholz of Public Buildings Service indicated that they had no funds available to defray this cost.

37. On 17 July 1953, a meeting was held in [] office, and was attended by Messrs. [] of []

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TSS and Messrs. [redacted] of General Services Office.
The revised estimate was discussed and it was agreed that the omission
of the suggested items in paragraph 35 at an estimated savings of
\$68,000 should be considered in effecting a reduction of the estimated
cost.

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